



JOB ADVERTISEMENT

Advance's Minerva service works with women involved in the Criminal Justice System offering safe, targeted support and advocacy to women to help them address their complex needs in relation to the 9 pathways to offending, such as substance misuse and financial difficulties. Minerva aims to reduce re-offending, encourage desistance amongst repeat offenders, divert women from Criminal Justice involvement as early as possible and reduce the number of custodial sentences imposed by Courts.

We have expanded our successful Minerva service as part of a new contract funded by London CRC and MOPAC (Mayor's Office for Policing & Crime) to provide services to women who are being supervised by London CRC (Probation). The London CRC element of the contract will offer a keyworker service to a maximum 950 women across specified areas of London and the MOPAC element of the contract, the "Innovation Fund", is pilot funding for 18 months offering enhanced services to a total of 400 women with complex needs across 10 boroughs in West and South London order to test the impact and value of a "whole system" response to women in the Criminal Justice System.

Due to internal promotion, we are looking to appoint a:

Female* Administrator

Contract: Permanent

Salary: £22,000 - £23,806 per year inc London Weighting

Working hours: 35 hours a week, with some evening and weekend work required

Work Location: Based in West London

Please see our website at <http://advancecharity.org.uk/work-for-us/> for more information on the role.

Advance is committed to equality and diversity and strongly encourages applications from women with disabilities, BME backgrounds and the LBT community, and those with personal experience of the Criminal Justice system, as these groups are currently under-represented in our organisation. The post will be subject to an enhanced DBS check and is open to women only (*Exempt under the Equality Act 2010 Schedule 9, Part 1).

Benefits include 30 days holiday and a Workplace pension scheme.

Closing date: 17th March at 12pm

Interview dates: 27th or 28th March

To apply please download the application form from our website <http://advancecharity.org.uk/work-for-us/>

Completed applications should be emailed to recruitment@advancecharity.org.uk **or posted marked 'Private and Confidential' to:**
Althea King, Advance (BSU Recruitment) Unit 6, The Lanchesters 162-164 Fulham Palace Road London W6 9ER